

# BOARD OF COUNTY COMMISSIONERS

## AGENDA ITEM SUMMARY

Meeting Date: 7/14/2004

Division: Management Services

Bulk Item: Yes X No     

Department: OMB

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### AGENDA ITEM WORDING:

Request to enter into an On-Call FEMA Grant Management Services Agreement with Adjusters International to provide services to the County to maximize FEMA funding in the event a disaster has been declared, and to expedite the process and retain funds during project closeout and audit.

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### ITEM BACKGROUND:

Final Inspections, closeouts and audits of Hurricane Georges, and Tropical Storm Mitch resulted in de-obligated costs, and extensive delays in payment. FEMA and the DCA have guidelines pertaining to proper justification and compilation of large and small projects. Adjusters International, professional loss consultants, would be available under this agreement to assist the County prepare proper documentation and summarization of disaster related costs in accordance with FEMA and DCA guidelines.

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### PREVIOUS RELEVANT BOCC ACTION:

None

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### CONTRACT/AGREEMENT CHANGES:

For consideration of a one-time \$100.00 retainer fee, the County has the option to engage the firm as outlined in the attachment.

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### STAFF RECOMMENDATIONS:

Staff recommends execution of agreement with Adjusters International to provide On-Call FEMA grant management services.

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TOTAL COST: \$100

BUDGETED: Yes      No X

COST TO COUNTY: \$100

SOURCE OF FUNDS:                     

REVENUE PRODUCING: Yes      No      AMOUNT PER MONTH      Year     

APPROVED BY: County Atty      OMB/Purchasing      Risk Management     

DIVISION DIRECTOR APPROVAL:                     

Sheila Barker

(TYPE NAME HERE)

DOCUMENTATION:

Included ✓

To Follow     

Not Required     

DISPOSITION:                                     

AGENDA ITEM # C31



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PROFESSIONAL LOSS CONSULTANTS

CORPORATE OFFICE  
126 BUSINESS PARK DRIVE  
UTICA, NEW YORK 13502  
1-800-382-2468  
OUTSIDE THE U.S. (315) 797-3035  
FAX (315) 797-1090

June 22, 2004

Sal Zappulla  
Budget Director  
Monroe County Florida  
Gato Building  
1100 Simonton Street  
Key West, FL 33040

**Subject: Proposal for FEMA Grant Management Services (On Call)**

Dear Mr. Zappulla:

Thank you for allowing Adjusters International's Disaster Recovery Division (AIDRS) to submit this proposal for FEMA Grant Management Services (On Call) to Monroe County (County).

This proposal document, dated June 22, 2004, when executed by both Monroe County and Adjusters International's Disaster Recovery Services (AIDRS), will serve as a retainer agreement for a period of three years.

In the event, during the three year period, Monroe County has a declared disaster, if the County at it's sole discretion, decides to pursue grants under FEMA's Public Assistance Program, DRS can be activated subject to the terms of this agreement, to perform some or all of the following tasks:

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**Approach and Scope of Work**

AI will provide the County with services designed to help maximize FEMA funding, expedite the process, and retain the funds during project closeout and audit. The following bullets present the services that are available under this engagement.

**Grant Management Tasks:**

- Provide general grant management advice
- Assist in the development of a disaster-recovery team
- Assist in the development of a comprehensive recovery strategy
- Provide advice to the disaster-recovery team as appropriate and participate in meetings
- Prepare draft correspondence to the State and to FEMA as necessary

**Eligibility Tasks:**

- Review eligibility issues, and work with the County to develop justifications to FEMA and the State
- Attend meetings with the County, State and FEMA to negotiate individual Project Worksheets as needed
- Assist County departments with compiling and summarizing Category A and B costs for FEMA and the State
- Assist the County to prepare Project Worksheets for small and large projects based upon information provided by the departments
- Provide oversight to departments having difficulty with their applications
- Assist in determining if all eligible damages have been properly quantified and presented to inspectors/Project Officers
- Work with the County to resolve disputes that may arise
- Address issues related to inter-agency funding conflicts
- If the County disagrees with FEMA determinations, assist to strategize and write the appeals
- When the County has completed all projects and drawn down reimbursement for all eligible costs; assist with preparations for State/FEMA final inspections and audits. Also participate in exit conferences with State/FEMA

**Allowability Tasks:**

- Assist the County in developing an approach to filing and tracking costs
- Review contracts and purchasing documentation
- Review documentation prepared by departments
- Assist in capturing and summarizing eligible costs for selected departments

**Engagement Management Tasks:**

- Prepare program management plan
- Prepare *Flash Reports*
- Attend status meetings
- Prepare invoices and supporting documentation

Because of the nature of federal funding, AI can not make any guarantees concerning the amount of funding the County will receive from FEMA.

## **Staffing**

Jeff Shaw, Director of AI's Disaster Recovery Division will serve as the engagement leader and perform the tasks outlined above. Other AI consulting staff will provide support as required. Ronald Cuccaro, President and CEO of Adjusters International will provide general oversight.

## **Compensation and Schedule**

In addition to a one-time retainer fee in the amount of \$100, to be paid upon execution of this agreement; AI proposes to perform all engagements on a time and expense basis.

AI's compensation will be a function of the level of effort provided to the County, and based on the tasks requested. The following table presents AI rates for each engagement team member or position. The County has the ability to decide if and when to activate DRS, and which tasks they will assist with.

<b>Discounted Professional Fees</b>	
	<b>Discounted Hourly Rate</b>
Ronald Cuccaro (CEO)	\$325
Jeff Shaw (Director)	\$295
Senior Consultant	\$235
Consultant	\$175
Administrative	\$65
Overhead Recovery	5%

Expenses will be billed to the County at AI's cost. Expense reimbursement will include airfare, transportation, lodging, meals and incidentals. AI will make every effort to keep expenses to a minimum. We encourage the County to assist us with expenses rates by any means available. In the event other area applicants choose to engage AI, expenses will be shared by each organization in proportion to the hours worked on their engagement.

AI will provide progress reports ("Flash Reports") to the County as appropriate. These reports will serve as the support for AI's bi-weekly progress invoicing.

## **County Responsibilities**

If activated, to assist us in completing the various work tasks described, the County may need to assemble and provide the following information and resources:

- A central contact person

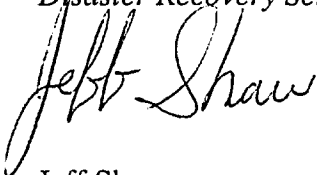
Sal Zappulla  
Monroe County  
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- A County organization chart, together with a list of names, roles, and phone numbers of personnel involved in FEMA grant management and the insurance claim(s)
- Access to all relevant disaster-related files
- Access to knowledgeable individuals who can answer questions and assist in obtaining additional information, including engineering staff, finance, accounting staff, and grant management staff
- Available written explanations of how the County calculates its fringe benefit and indirect cost rate
- Sample cost summaries
- Written grant management guidelines and other correspondence from the State or FEMA
- A work area, such as a conference room, including access to phone, fax, and copier

Thank you again for this opportunity to assist the County. If you have any questions or concerns, please contact me at 800-382-2468 or 410-279-4877.

Very truly yours,

**ADJUSTERS  
INTERNATIONAL**  
*Disaster Recovery Services*



Jeff Shaw  
Director

AGREED TO AND APPROVED BY  
Monroe County Florida

BY (NAME): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_